

**BY ORDER OF THE
39TH AIR BASE WING COMMANDER
(USAFE)**

INCIRLIK AIR BASE INSTRUCTION 24-302

9 NOVEMBER 2012



Transportation

**VEHICLE ACCIDENT AND ABUSE
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles*, and references Air Force Instruction (AFI) 24-302, *Vehicle Management* provides guidance on the vehicle accident and abuse program at Incirlik Air Base. Visibility and emphasis is placed at the unit level and under the direct control of the unit commander to foster better operator care and condition of Incirlik's vehicle fleet. This instruction is applicable to all persons operating government motor vehicles/equipment, (owned, rented or leased) assigned or attached to the 39th Air Base Wing (39 ABW); to include all Geographically Separated Units (GSU). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>

1. Overview. The key to successfully reducing damage to vehicles is placing responsibility where it rightfully belongs, that is, with the operator and the operator's commander charged with maintaining high standards of vehicle operator training and discipline. Consequently, using the procedures set forth in paragraph 5, this instruction, units will transfer funds for the actual cost of materials used to repair damage to vehicles operated by their personnel. In cases of vehicle accident and abuse, unit funds will be transferred to cover material, contract and civilian labor

expenses. Nothing in this Incirlik Air Base Instruction relieves an individual of personal liability under a report of survey (ROS). See AFMAN 23-220, *Reports of Survey for Air Force Property*.

1.1. Goal: To reduce the number of vehicle accidents, abuse and incident cases and reduce the risk of personal injury or death while keeping the cost of repairs to an absolute minimum. Commanders are required to initiate internal investigations into circumstances surrounding accidents, incidents and cases of suspected vehicle abuse or incidents.

1.2. Definitions:

1.2.1. Vehicle Accident: A vehicle accident is defined as a collision, impact or abrasion against a fixed or moving object with an Air Force owned vehicle or U.S. Government Service Administration (GSA) lease vehicle (when available), causing damage and/or requiring repairs, whether or not immediately noticeable.

1.2.2. Vehicle Abuse: Vehicle abuse is defined as an act or omission of negligence or misconduct that has caused damage. Vehicle abuse may result in early failure of components or immediately detectable damage (Attachment 2).

1.2.3. Vehicle Incidents: Vehicle incidents are defined as damage not caused by an accident or an abuse, and which cannot be considered fair wear and tear; as an example, an act of nature.

2. Roles and Responsibilities.

2.1. Vehicle Management: The 39th Logistics Readiness Squadron, Vehicle Management (39 LRS/LGRVM), is responsible for identifying suspected accidents, abuses and incidents (Attachment 2). The Chief of Vehicle Management, 39th Logistics Readiness Squadron Vehicle Fleet Manager (39 LRS/VFM) or the 39th Logistics Readiness Squadron Vehicle Management Superintendent (39 LRS/VMS) will evaluate each case and validate each alleged vehicle accident, abuse or incident. They will be the final authorities entrusted with differentiating between an accident, abuse, or incident. Reporting damage to an Air Force vehicle or GSA lease vehicle is the unit's responsibility. Documentation and tracking of the accident, abuse or incident damage repair is the responsibility of the Vehicle Management and Analysis (VM&A) section in Vehicle Management. The 39th Logistics Readiness Squadron Commander (39 LRS/CC) will be the final authority on determining if financial liability will be pursued.

2.2. Vehicle Operator: The vehicle operator has the primary responsibility to prevent a vehicle accident, abuse or incident. Any damage should be immediately reported to the 39th Security Forces Squadron (39 SFS). Operators will provide a copy of the SF Form 91, *Motor Vehicle Accident Report*, to customer service when turning the vehicles into Vehicle Management. In addition, two copies of the SF Form 94, *Statement of Witness*, are required for GSA lease vehicles. The secondary responsibility rests with the unit's Vehicle Control Officer/Vehicle Control Non-Commissioned Officer (VCO/VCNCO), who should be inspecting the unit's vehicles periodically for unreported damage and inspect each vehicle turned into 39 LRS/LGRVM for repairs.

2.3. Using Organization: Ultimate financial responsibility for vehicle damage rests with the vehicle operator's assigned organization. However, nothing in this Incirlik Air Base Instruction relieves an individual of personal liability under a ROS. In cases where multiple

Air Force owned vehicles or GSA lease vehicles are involved and an investigation cannot determine fault, repair cost will be the responsibility of the organization/squadron to which the operators are assigned. Group commanders will be responsible for accuracy, review, and completeness of any ROS originating within their unit.

3. Accident and Abuse Procedures.

3.1. Upon determination of vehicle damage as a result of accident or abuse:

3.1.1. 39 LRS/LGRVM will: Open a vehicle repair estimate work order and take pictures to create an accident or abuse case file. As required, copies will also be sent to the 39th Air Base Wing Ground Safety (39 ABW/SEG) and/or 39th Air Base Wing Legal Office (39 ABW/JA) for their review.

3.1.1.1. If the estimated repair cost exceeds the vehicle "one-time repair limit," the vehicle is considered uneconomically repairable and will not be repaired; however, exceptions may be made to meet mission critical needs. The 39 LRS/CC and/or HQ USAFE/A4 determine these exceptions, depending on vehicle type.

3.1.1.2. Upon completion of repairs, VM&A will forward an AF Form 1823, *Vehicle and Equipment Work Order* with the actual repair costs to the 39 LRS/CC, the affected organizational commander and VCO/VCNCO.

3.1.1.3. After repairs are completed, the actual repair cost is computed as follows: The using organization is charged with the cost of replacement parts and contractor direct labor. (See Attachment 4). The accident cost summary report will be accomplished by VM&A 10 days from completion of work and sent to the 39th LRS Resource Advisor (39 LRS/RA).

3.1.1.4. 39th Logistics Readiness Squadron Vehicle Operations (39 LRS/LGRVO) will recover all non-drivable Government Motor Vehicles (GMV) using a military wrecker. The initial responsibility to identify and report accidents rests with the vehicle operator.

3.1.1.5. Maintain accident or abuse repair information for a 12-month period.

3.2. Assigned and using organizations will:

3.2.1. Ensure a viable vehicle accident prevention program is part of the unit's safety program.

3.2.2. All GMVs involved in an accident, or found to have damage not previously reported (Abuse/Incident), must be turned into the 39 LRS/LGRVM customer service section as soon as possible, but no later than the next duty day, so damage assessment and initial repair cost estimate can be accomplished.

3.2.3. SF 91 and DD Form 518, *Accident Identification Card*, must be completed with all pertinent information and provided upon vehicle turn-in to 39 LRS/LGRVM. The vehicle will not be considered reported to maintenance until the vehicle and all forms are properly submitted. The reporting party must record the responding 39 SFS individual name and rank in block 81 of SF Form 91.

3.2.4. The using organization has 10 calendar days from accident/abuse to conduct an investigation, gather the police report and/or ROS data (if required), take pictures,

provide a release letter (Attachment 3 and Attachment 4) and/or file an appeal to Vehicle Management and Analysis. 39 LRS/LGRVM will open an accident/abuse repair work order and begin repairs upon receipt of all required documents. In some circumstances the 39 ABW/JA will be required to review the case and release the vehicle for repair.

3.2.5. Commanders may initiate a DD Form 200, *Financial Liability Investigation of Property Loss*, investigation into the circumstances involving any accident or suspected vehicle abuse case where gross negligence is suspected. If the investigation reveals an operator's gross negligence was the proximate cause of damage to a vehicle, commanders may assess pecuniary liability for the repair cost in accordance with AFMAN 23-220, Para. 8.6.3.

3.2.6. Accidents and abuse case statistics will be reported/tracked by 39 LRS/LGRV.

3.2.7. Report U-Drive-It or loaned vehicle damage to 39 LRS/LGRVM within 24-hours.

3.2.8. Initiate ROS for Air Force property in accordance with AFMAN 23-220 if willful negligence is substantiated. **Note:** The investigator cannot hold the position of VCO/VCNCO.

3.2.9. Commanders disagreeing with the findings of liability may appeal to the 39 LRS/CC within 10 calendar days from notification. Additionally, intent to appeal must be coordinated with Vehicle Management and Analysis. If the 39 LRS/CC does not support the appeal, the appeal package will then be forwarded through the 39th Mission Support Group Commander (39 MSG/CC) to the 39th Air Base Wing Commander (39 ABW/CC) for final determination.

3.2.10. If the appeal is approved, no transfer of funds will occur. If the appeal is unsuccessful or has not been resolved within 60 days of notification, 39 LRS/LGRVM will then contact 39 LRS/RA to make sure the required payment is made.

CHRISTOPHER E. CRAIGE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-302, *Transportation, Vehicle Management*, 26 June 2012

AFMAN 23-220, *Reports of Survey for Air Force Property*, 01 July 1996

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 07 July 2010

Prescribed Forms

No forms prescribed.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1823, *Vehicle and Equipment Work Order*, 1 December 1979

DD Form 200, *Financial Liability Investigation of Property Loss*, 1 July 2009

DD Form 518, *Accident Identification Card*, 1 October 1978

SF 91, *Motor Vehicle Accident Report*, 1 February 1993

SF 94, *Statement of Witness*, 1 February 1983

Abbreviations and Acronyms

39 ABW—39th Air Base Wing

39 ABW/CC—39th Air Base Wing Commander

39 ABW/JA—39th Air Base Wing Judge Advocate

39 ABW/SEG—39th Air Base Wing Ground Safety

39 LRS/CC—39th Logistics Readiness Squadron Commander

39 LRS/LGRVO—39th Logistics Readiness Squadron Vehicle Operations

39 LRS/LGRVM—39th Logistics Readiness Squadron Vehicle Management

39 LRS/RA—39th Logistics Readiness Squadron Resource Advisor

39 LRS/VM&A—39th Logistics Readiness Squadron Vehicle Management and Analysis

39 LRS/VFM—39th Logistics Readiness Squadron Vehicle Fleet Manager

39 LRS/VMS—39th Logistics Readiness Squadron Vehicle Management Superintendent

39 MSG/CC—39th Mission Support Group Commander

39 SFS—39th Security Forces Squadron

AFPD—Air Force Prescribing Directive

AFRIMS—Air Force Records Information Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

GMV—Government Motor Vehicle

GSA—Government Service Administration

GSU—Geographically Separated Unit

HQ USAFE/A4—Headquarters United States Air Forces in Europe Logistics

O&M—Operations and Maintenance

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

ROS—Report of Survey

UDI—U-Drive-It

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Non-Commissioned Officer

VM—Vehicle Management

Terms

Fair Wear and Tear— The normal expected deterioration of a vehicle or equipment based on its age, usage and life expectancy.

Motor Vehicle Accident— Any collision, impact, or abrasion against a fixed or moving object with a military motor vehicle, that causes damage, whether immediately noticeable or not.

Vehicle Abuse— An act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear under normal use, accident or incidents. Vehicle abuse may result in early failure of components or immediately detectable damage. Some examples of vehicle abuse are listed in (Attachment 2) of this instruction. Controversies about classification will be handled at the lowest level, with the 39 LRS/CC being final authority.

Vehicle Incident— Repairs required as a result of damages beyond the control of an individual, which have resulted from natural causes. Such repairs will not be categorized as an accident or abuse. Letters of explanation will accompany vehicles turned in to explain any incident damage. Examples of incidents are:

- (1) A rock thrown through the windshield by the tire of a vehicle being followed;
- (2) a wind—carried object striking a vehicle;
- (3) hail or other inclement weather damage.

U-Drive-It (UDI)— Vehicle available to support organizations that do not have assigned (like) vehicles and to augment units with assigned vehicles in meeting infrequent peak requirements for short-term use. Support is normally limited to 72-hours.

Attachment 2

EXAMPLES OF VEHICLE ABUSE

A2.1. Vehicle Maintenance will initiate vehicle abuse action for vehicle/equipment damage or failure resulting from:

A2.1.1. Operating vehicle with insufficient oil, coolant, etc. because operator failed to check levels according to established requirements, or failure to monitor dash instrumentation.

A2.1.2. Operating vehicle with applied/dragging parking brakes.

A2.1.3. Improper distribution or securing of loads in vehicle cargo areas or not following established loading and unloading procedures.

A2.1.4. Using a vehicle for other than its intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet).

A2.1.5. Failure to clean/maintain vehicle's interior/exterior to meet corrosion control and appearance requirements.

A2.1.6. Unauthorized wiring, marking, or equipment add-on/modification of a vehicle (VCO/VNCO must submit in writing all equipment add-on or modification requests through 39th Logistics Readiness Squadron Vehicle Management and Analysis (39 LRS/VM&A) section for VFM/VMS approval).

A2.1.7. Unqualified/untrained personnel operating vehicles without an instructor present.

A2.1.8. Operating a vehicle with improperly inflated tires (i.e., not IAW manufacturer's recommendations).

A2.1.9. Tire wear beyond limits (i.e., below minimum acceptable safe tread depth of 2/32 inch). Tire wear that exposes the cord renders tires useless for the recapped/re-grooved process.

A2.1.10. Intentional destruction/disfigurement of vehicle's interior/exterior.

A2.1.11. Failing to protect the painted surface(s) from corrosion and/or oxidation.

A2.1.12. Allowing water to accumulate in the vehicle interior (i.e., washing out the interior with a hose, failing to close windows during a rainstorm, etc).

A2.1.13. Over-filling the engine crankcase, transmission, hydraulic reservoirs or other operating systems.

A2.1.14. Servicing the vehicle fuel tank, hydraulic reservoir or other systems with incorrect fuel or oils.

A2.2. Other situations where vehicle abuses may be indicated include, but are not limited to, the following.

A2.2.1. Failure to report discrepancies in any of the safety-type systems or devices described in AFI 24-302, paragraph 3.12.4 that could adversely affect the safety of personnel or the operation of equipment.

A2.2.2. Failure to report damage (accident, incident, and negligence) to Vehicle Management by end of next duty day. The VFM/VMS can pre-approve delays of this action to satisfy immediate mission needs when warranted.

A2.2.3. Failure to accomplish proper operator care and maintenance.

A2.2.4. Failure to bring vehicle/equipment in for scheduled maintenance before an overdue condition exists. An approved rescheduling by Vehicle Management due to mission requirements is permitted.

Attachment 3

SAMPLE - VEHICLE RELEASE FOR REPAIRS LETTER

A3.1. Sample – Vehicle Release For Repairs Letter.

Figure A3.1. Sample – Vehicle Release For Repairs Letter.

MEMORANDUM FOR 39 LRS/LGRVM

FROM: Unit/CC

SUBJECT: Vehicle Release for Repairs

1. The vehicle below was turned into Vehicle Maintenance for repair of damage, as indicated in paragraph 2 below.

Registration Number: XXXXXXXX

Make/Model: XXXXXXXX

2. Provide specifics: It has been determined that the vehicle in question was being operated by SSgt Smith, who was performing official escort duties. During the course of operating the vehicle, he misjudged the distance between his vehicle and a ground post located in the India Loop. While backing, he impacted the post and caused damage to the rear bumper.

3. Provide specifics: An investigation will “or” will not be conducted. The operator has “or” has not accepted liability for damages. The following actions have been taken to prevent future recurrences of this type.

- a. Specify what action will be taken to prevent similar accidents/abuse.
- b. Indicate what preventative measures the VCO/VCNCO has taken.
- c. Indicate how operators will use training/briefing instructions provided to them.

4. All Vehicle Management O&M funds expended for vehicle accident and abuse repair costs, including contract costs, will be reimbursed by the owning organization, or the organization responsible for the damage if not the owner. Where responsibility cannot be determined, our organization will be responsible for reimbursement.

5. This vehicle is released for repairs. Questions regarding this memorandum may be directed to unit VCO/VCNCO at 676-XXXX.

FIRST M. LAST, Rank, USAF
Commander

A3.2. Sample – (2nd Endorsement Page) Vehicle Release for Repairs Letter.

Figure A3.2. Sample – (2nd Endorsement Page) Vehicle Release for Repairs.

2	Date
1st Ind, Unit/CC, DD Mmm YY, Vehicle Release for Repairs	
39 ABW/JA	
MEMORANDUM FOR 39 LRS/LGRVM	
This vehicle (registration number) is/is not released for repairs.	
FIRST M. LAST, Rank, USAF	
39 ABW/Legal Office	

Attachment 4

SAMPLE - VEHICLE ACCIDENT REPAIR LETTER

A4.1. Sample – Vehicle Accident Repair Letter.

Figure A4.1. Sample – Vehicle Accident Repair Letter.

MEMORANDUM FOR UNIT/CC

FROM: 39 LRS/CC

SUBJECT: Vehicle Repair Accident Cost

1. Vehicle (Registration Number), assigned to Unit was turn in on Date to Vehicle Management with damage that cannot be attributed to fair wear and tear.

2. The total cost of repairs are listed below. They were necessary to return this asset to a safe and serviceable condition:

Case Number: XXXXX

Registration Number: XXXXX

Work Order Number: XXXXX

Labor Cost: \$XXX

Material Cost: \$XXX

Total Cost: \$XXX

3. In accordance with AFI 24-302, *Transportation, Vehicle Management*, paragraph 1.13.1., O&M funds expended for vehicle accident and abuse repair costs, including contract costs, will be reimbursed to Vehicle Management by the owning organization, or the organization responsible for the damage, if not the owner. All references are located on the Vehicle Management Community of Practice at the following address:

4. In cases where responsibility cannot be determined, the owning organization will be responsible for reimbursement. The using organization investigates all damage not attributable to fair wear and tear IAW AFI 23-220, *Reports of Survey for Air Force Property*.

5. As of this date; repair for the assigned vehicle has been completed. Vehicle Management will promptly notify the 39th Logistics Readiness Squadron Resource Advisor to begin the process of reimbursement.

6. Questions regarding this Memorandum may be directed to the Chief, Vehicle Management, First M. Last at XXX-XXXX.

FIRST M. LAST, Rank, USAF
Commander